



Department of Community Development  
16220 Wausau Ave. | South Holland, Illinois 60473  
Phone: 708-210-2900 | Fax: 708-210-1019  
[www.southholland.org](http://www.southholland.org)

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### CLASS 6B APPLICATION PROCEDURE

#### CLASS 6B TAX INCENTIVES ARE ADMINISTERED ONLY BY THE COUNTY OF COOK

- A. Address a letter to the Village President & Board of Trustees of the Village of South Holland and deliver it with the required documentation to:

Jarell Blakey, Economic Development Manager  
Village of South Holland  
16220 Wausau Ave.  
South Holland, IL 60473

Please include the following in your letter:

1. Type of business and brief history
2. State specifically that you are requesting support of a Cook County Class 6B tax incentive and qualifying reason for tax incentive, e.g. new construction, building addition, or occupation of vacant property
3. Size and type of building(s) to be constructed, rehabilitated or occupied.
4. Property Index Number (PIN).
5. Legal description of the property and address.
6. Current number of employees.
7. Stipulate any increase in number of employees, as a result of the construction, rehabilitation or occupation of this building.
8. Estimate of total cost for the project.
9. The letter must state briefly why the project is not economically feasible without a Class 6B tax incentive.

- B. The following should also be included with the letter:

1. A copy of the completed Class 6B application (refer also to instructions in Cook County's Class 6B eligibility bulletin)
2. A completed and signed "Statement of Understanding".
3. A completed and signed "Letter of Representation", if applicable.
4. An application fee in the amount of \$750 payable to the Village of South Holland.

- C. Upon receipt and review of the above documentation the Village of South Holland will make a determination to either endorse or deny your Class 6B resolution request. If for any reason your Class 6B resolution request is denied by the Village of South Holland your \$750 fee will be refunded.

- D. To be clear, the Village of South Holland does not prepare or submit a Class 6B application to Cook County nor does its participation extend beyond the issuance of a resolution. **Therefore** it is the responsibility of the applicant to file their application with the Cook County Assessor's office for approval.

## **STATEMENT OF UNDERSTANDING**

The applicant for a Class 6, 7 or 8 tax incentive or for building in a Tax Increment Financing District must understand the following:

### **“CLASS 6, 7 OR 8 COUNTY PROGRAM”**

The Village of South Holland will consider adopting a resolution supporting the applicant’s request.

If a resolution is adopted, the Village of South Holland does not file the resolution or application with the County, nor does it do anything beyond passing the resolution. Submission of the application and resolution to the County is the applicant’s responsibility.

### **“TAX INCREMENT FINANCING PROGRAM”**

Any projections, estimations or tax calculations done by or for the Village of South Holland are to be used solely by the Village for determination of TIF benefits.

These computations are not necessarily representative of current or future financial conditions or tax assessments. Applicant must make his/her own determination of the findings.

### **“SEWER PERMIT REQUIREMENTS WITHIN TIF DISTRICTS SERVED BY METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO”**

It is the responsibility of the owner/applicant of the building or development within a TIF District to obtain and submit all required data or information to Metropolitan Water Reclamation District of Greater Chicago to prove and receive its exemption from additional assessments.

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AUTHORIZED SIGNATURE

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COMPANY NAME

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DATE SIGNED

Village of South Holland  
Attn. Economic Development Manager  
16220 Wausau Ave.  
South Holland, IL 60473

In accordance with your request, I have enclosed my check in the amount of \$750 required by the Village of South Holland for the Cook County Class 6B, 6B SER, 7, or 8 Application.

Sincerely,

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Signature

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Company Name

# SAMPLE LETTER

## COMPANY LETTER HEAD

DATE

Village President & Board of Trustees  
Village of South Holland  
16226 Wausau Avenue  
South Holland, IL 60473

To the Village President & Board of Trustees of the Village of South Holland:

I am requesting a Class 6, 7, or 8 tax incentive resolution for address. Our company (give a brief description of type of business)(give qualifying reason for tax incentive).

Approval of this tax incentive will allow us to (give a brief description such as purchase, expand, construct new) at this location. This project is not economically feasible without an approved Class 6, 7 or 8 tax incentive.

The following is the information required as per your Class 6,7 or 8 application instructions.

- 1) Legal description of the property: See attached.
- 2) Property Index Number: \_\_\_\_\_
- 3) The size and type of building to be constructed is: \_\_\_\_\_sf. of masonry/metal etc.
- 4) Current number of employees: \_\_\_\_\_
- 5) Increase in employment due to the addition: \_\_\_\_\_
- 6) Copy of Class 6, 7 or 8 Cook County Application

If additional information is needed please contact me at \_\_\_\_\_.

Sincerely,

## LETTER OF REPRESENTATION

I hereby authorize \_\_\_\_\_ to represent and act on  
(Name of representative)  
behalf of our/my company or corporation in its transactions and negotiations with the  
Village of South Holland in regards to  
\_\_\_\_\_,  
(Project)  
located at \_\_\_\_\_, South Holland, IL.  
(Address)

This representation shall remain in effect until rescinded, or superseded.

### THIS REPRESENTATION IS FOR: (Please initial all that apply)

\_\_\_\_\_ Class 6 Tax Incentive  
\_\_\_\_\_ Class 7 Tax Incentive  
\_\_\_\_\_ Class 8 Tax Incentive  
\_\_\_\_\_ TIF - Tax Increment Financing  
\_\_\_\_\_ Tax Rebates: \_\_\_\_\_  
\_\_\_\_\_ Financial issues relating to the Village of South Holland  
\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
NAME & TITLE OF COMPANY AGENT (Please Print)

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## CLASS 6B ELIGIBILITY APPLICATION

Carefully review the Class 6B Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, **a filing fee of \$500.00**, and supporting documentation (*except drawings and surveys*) must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or **PRIOR TO** the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the commencement of Reoccupation of Abandoned Property.

### *Applicant Information*

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

### *Contact Person (if different than the Applicant)*

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

### *Property Description (per PIN)*

**If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.**

Street Address: (1) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
(2) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
(3) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Township: \_\_\_\_\_ Existing Class: \_\_\_\_\_

**Attach legal description, site dimensions and square footage and building dimensions and square footage.**

### ***Identification of Person Having an Interest in the Property***

Attach a complete list of all owners, developers, occupants and other interested parties (*including all beneficial owners of a land trust*) identified by names and addresses, and the nature and extent of their interest.

### ***Industrial Use***

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Include copies of materials, which explain the occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

### **Employment Opportunities**

How many construction jobs will be created as a result of this development? \_\_\_\_\_

How many new permanent full-time and part-time employees do you now employ in Cook County?

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

How many new permanent full-time jobs will be created by this proposed development? \_\_\_\_\_

How many new permanent full-time jobs will be created by this proposed development? \_\_\_\_\_

### ***Nature of Development***

Indicate nature of proposed development by checking the appropriate space:

- ☐ New Construction (**Read and Complete Section A**)
- ☐ Substantial Rehabilitation (**Read and Complete Section A**)  
**Incentive only applied to the market value attributable to the rehabilitation**
- ☐ Occupation of Abandoned Property - No Special Circumstance  
(**Read and Complete Section B**)
- ☐ Occupation of Abandoned Property - With Special Circumstance  
(**Read and Complete Section C**)
- ☐ Occupation of Abandoned Property - (**CEERM Supplemental Application**)  
(**Read and Complete Section C**)

**SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)**

If the proposed development consists of *New Construction* or *Substantial Rehabilitation*, provide the following information:

Estimated date of construction commencement (*excluding demolition, if any*): \_\_\_\_\_

Estimated date of construction completion: \_\_\_\_\_

Attach copies of the following:

1. Specific description of the proposed *New Construction* or *Substantial Rehabilitation*
2. Current Plat of Survey for subject property
3. 1<sup>st</sup> floor plan or schematic drawings
4. Building permits, wrecking permits and occupancy permits (*including date of issuance*)
5. Complete description of the cost and extent of the *Substantial Rehabilitation* or *New Construction* (*including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc*)



**SECTION B (ABANDONED PROPERTY WITH NO SPECIAL CIRCUMSTANCE)**

If the proposed development consists of the reoccupation of abandoned property, purchased for value, complete (1) and (2) below:

1. Was the subject property vacant and unused for at least 12 continuous months prior to the purchase for value?

☐ YES      ☐ NO

When and by whom was the subject property last occupied prior to the purchase for value?

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Attach copies of the following documents:

- (a) Sworn statements from person having personal knowledge attesting to the fact and the duration of vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of such vacancy

2. Application must be made to the Assessor prior to occupation:

Estimated date of reoccupation: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

### **SECTION C (SPECIAL CIRCUMSTANCES)**

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was a **purchase for value**, but the period of *abandonment prior to purchase was less than 12 months*, complete section (1).

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of **abandonment prior to the application 12 continuous months or greater**, complete section (2).

1. How long was the period of abandonment prior to the purchase for value? \_\_\_\_\_

When and by whom was the subject property last occupied prior to the purchase for value?

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Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for less than 12-month abandonment period.*

Application must be made to the Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of Reoccupation: \_\_\_\_\_  
Date of purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

2. How long has the subject property been unused?

- ☐ 12 or greater continuous months (*Eligible for Special Circumstance*)
- ☐ 3 continuous months and maintain/create 250 Employees (*Eligible for Special Circumstance under CEERM*) - **Complete CEERM Supplemental Application**
- ☐ **Not Eligible for Special Circumstance if No purchase and less than 12 continuous months vacant, or not a CEERM**

When and by whom was the subject property last occupied prior to the filing of this application?

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Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for lack of a purchase for value.

Application must be made to Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: \_\_\_\_\_

## CEERM SUPPLEMENTAL APPLICATION

*(This form will ONLY be utilized for applicants who specifically elect for CEERM)*

*This supplemental eligibility application is for properties that have been abandoned (due to special circumstances) where there has been no purchase for value and the buildings and other structures have been vacant and unused for at least three continuous months and applicant has provided sufficient documentation to establish that such applicant will create or maintain at least 250 jobs for employees at the subject location.*

***The CEERM Program shall be limited to the party who is the initial applicant of the Class 6B Incentive under the CEERM Program and the subject of the municipal Resolution or Ordinance.***

*Under the CEERM Program, qualifying industrial real estate would be eligible for the Class 6B level of assessment from the date of substantial re-occupancy of the abandoned property. Properties receiving Class 6B will be assessed at 10% of market value for the first 10 years, 15% in the 11th year and 20% in the 12th year. **The terms of this program are Not Renewable.***

I \_\_\_\_\_ applicant/representative hereby specifically elect to submit this **Supplemental Application** for the **CEERM** program.

Further affiant sayeth not.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Agent's Name & Title

\_\_\_\_\_  
Agent's Mailing Address

\_\_\_\_\_  
Agent's Telephone Number

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Applicant's e-mail address

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

## **LOCAL APPROVAL**

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (*or the County Board, if the real estate is located in an unincorporated area*) should accompany this Application. *The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6B Application and that it finds Class 6B necessary for development to occur on the subject property.* If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead. If the applicant is seeking to apply based on the reoccupation of abandoned property and will be seeking a finding of “special circumstances” from the municipality, in addition to obtaining a letter from the municipality confirming that a resolution or ordinance supporting the incentive has been requested, the applicant must file a letter from the County Board confirming that a resolution validating a municipal finding of special circumstances has been requested. If, at a later date, the municipality or the County Board denies the applicant’s request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 6B incentive, whether or not construction has begun. In all circumstances, the resolution must be submitted by the time the applicant files an “Incentive Appeal”.

## **FINALIZING THE INCENTIVE PROCESS**

In order to finalize the class change you will need to file an **Incentive Appeal** with supporting documentation (including **Proof of Occupancy**) in the year that the property has been substantially occupied. It is advised that you access our website ([www.cookcountyassessor.com](http://www.cookcountyassessor.com)) to determine the allowable filing dates for such action.

**When filing an appeal requesting an Incentive Class Change, a \$100.00 filing fee (made out to the Cook County Assessor) must be included. The property cannot receive Class 6B designation until you file an Incentive Appeal Form, AND this office grants reclassification for the parcel(s).**

**I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters, the undersigned certifies that he/she believes the same to be true.**

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Signature

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Date

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Print Name

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Title